International House Manchester

RECRUITMENT POLICY

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Policy Statement

International House Manchester is committed to providing the highest quality provision and to ensuring the safety and well-being of all. As such, we recognise that the recruitment of suitably qualified and vetted staff, including teachers, administrative staff, and homestay hosts, is vital. This policy outlines how staff are selected as well as the procedures for pre-employment checks (including for returning staff) and post-recruitment administration.

Staff profiles

TEACHERS

IH Manchester looks to recruit teachers with at least a TEFLi level qualification (CELTA or Trinity CertTESOL), a level 6 qualification such as a bachelor's degree, and experience of teaching English in a similar context. In line with the school's commitment to teacher development, newly qualified or less experienced teachers are considered where academic management can provide the support and training needed to allow them to fulfil the requirements of the role.

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IJ Tours Ltd trading as "International House Manchester" - Company number: 5813751 School Address: Arthur House, Chorlton Street, Manchester. M1 3FH

MEMBER ENGLISH UK

ACADEMIC MANAGEMENT

IH Manchester looks to recruit managers with at least a TEFLQ level qualification (CELTA or Trinity CertTESOL), a level 6 qualification such as a bachelor's degree, and experience of managing in a department in a similar context. Whenever possible, management positions are filled from within the organisation.

NON-TEACHING SCHOOL STAFF

For any given role, for example, a front of house officer, accommodation officer etc., a job specification is written to identify the core competencies and experience required for the role.

HOMESTAY HOSTS

IH Manchester recruits homestay hosts who will be able to provide excellent accommodation for international students learning English. Ideally, hosts should have previous experience hosting international students, but this is not essential. Hosts can be of any profile: single people, families with children, younger or older, providing that English is the language in use in the home. The host's house must be located a maximum of 45 minutes from the school using public transport. A full list of requirements is available in our homestay handbook.

Advertisement and applications

All advertisements include a full job description and essential requirements, as outlined in the candidate profile section above. As an adult-only school, safeguarding provisions mean ensuring a safe and professional learning environment for adult learners. We also state that we require a basic Disclosure and Barring Service (DBS) check, references from previous employers, an overseas criminal records check (if applicable), and completion of relevant in-house training. Applicants must complete an application form and/or submit an up-to-date CV, which will be reviewed for any gaps.

For unsolicited applications or referrals, safeguarding information is shared, and applicants are asked to submit an application form and/or CV, which will also be assessed for any gaps.

Interviews and offers

TEACHING STAFF

For teachers, they are invited to an initial interview, on Zoom or in person, where their suitability for the post (including relating to safer recruitment) is assessed, and they are invited to ask any questions they might have to ensure the post is a right fit for them.

On completion of a successful interview, candidates are invited to deliver a demonstration class. Feedback is given and any outstanding questions both parties may have are clarified.

On completion of a successful demonstration class, the candidate is sent a provisional job offer including a sample contract, job specification and the appropriate handbook. The offer is dependent on receiving two satisfactory references and DBS clearance.

NON-TEACHING STAFF

Shortlisted candidates are invited on an interview, conducted by a manager and an appropriate colleague. Their suitability for the post (including relating to safer recruitment) is assessed and they are invited to ask any questions they might have to ensure the post is a right fit for them. The candidate is sent a provisional job offer including a sample contract, job specification and handbook. The offer is dependent on receiving two satisfactory references and DBS clearance.

HOMESTAY HOSTS

Potential hosts receive the homestay handbook outlining hosts' duties and responsibilities. The Accommodation Manager or a colleague conducts a preliminary online home visit to assess the suitability of the host and their home, with a quality assessment completed and recorded. Provided the standard of accommodation offered by the applicant host is satisfactory, they are invited to share further documentation to complete their application.

Pre-employment checks

All relevant documents will be checked, copied, signed, and filed accordingly. Key information is added to the Single Central Record (SCR).

NEW STAFF

All staff, homestay hosts and volunteers complete a self-declaration. The declaration will elicit information about an applicant's past and a self-disclosure about any criminal record. They will also sign that they have read and understood school policies

Evidence of identity should be provided, for example, passport or photograph driving licence. If the applicant is not a UK national, a right-to-work check is done in accordance with UK law.

Two references are required for all staff and homestay hosts. These references may be taken up and may be confirmed through telephone contact.

The Welfare and Accommodation Manager will ensure all relevant staff are vetted through the DBS. The candidate does not need a new DBS if:

- They are on the DBS Update Service and there is 'no change' to status
- They are based outside the UK and teach online classes

Staff recruited from outside the UK must also have police certificates from the last country they worked in.

Furthermore, evidence of any professional qualifications must be obtained and checked. All new staff (excluding homestay hosts) must have completed the school's Safeguarding for Adults training as well as the government's Prevent Duty training within the past two years.

RETURNING STAFF

Staff returning from elsewhere in the UK after a break of more than three months must provide one reference for their interim employer, if any.

Staff returning from outside the UK who have been DBS checked must provide one reference for their interim employer, if any.

HOMESTAY HOSTS

All adults in the homestay are required to complete a self-declaration, read and sign the homestay code of practice as well as a self-declaration.

Homestay hosts must provide a Gas Safety Certificate, renewed annually by a Registered Gas Safe engineer, and a Fire Risk Assessment, renewed every two years, to comply with safety regulations.

Approximately one month before the expected arrival of the first student, a member of the Welfare & Accommodation Team will carry out a final home visit in person. This visit will include:

- A full property check to ensure readiness
- Meeting all adult residents of the household
- ID verification of adult household members
- Addressing any outstanding queries related to hosting

Induction

TEACHING STAFF INDUCTION

Managers welcome new teachers and introduce them to new colleagues before completing paperwork and talking them through contractual and administrative procedures – for example; record keeping, attendance policy, learning policy, mandatory duties, teaching hours, salary, in-service teacher training workshops, social activities & excursion involvement, health & safety policies & procedures, fire drill and emergency evacuation procedures. All teaching staff will be shown around the school and the teaching resources.

Teachers must bring or complete:

- Self-declaration form
- Image use consent form
- P45 or P46
- Bank details form
- Personal & medical information form
- Contracts of employment
- Originals of relevant qualification certificates (copies to be taken, signed “original seen”, dated)
- 2 forms of valid I.D. (copies to be taken, signed “original seen”, dated)

An induction follow-up is conducted one to two weeks after the staff member's first day to ensure they fully understand the school's procedures and policies, and to provide an opportunity for them to ask any questions.

NON-TEACHING STAFF INDUCTION

Managers welcome new staff and introduce them to new colleagues before completing paperwork and talking them through contractual and administrative procedures All staff will be shown around the school, including emergency exits.

Staff must bring or complete:

- Self-declaration form
- Image use consent form
- P45 or P46
- Bank details form
- Personal & medical information form
- Contracts of employment (to be filed to be sent to Head Office)
- Originals of relevant qualification certificates (copies to be taken, signed “original seen”, dated)
- 2 forms of valid I.D. (copies to be taken, signed “original seen”, dated)

An induction follow-up is conducted one to two weeks after the staff member's first day to ensure they fully understand the school's procedures and policies, and to provide an opportunity for them to ask any questions.

Post recruitment review

As part of IH Manchester’s commitment to continuous improvement, new staff members are asked to complete a feedback questionnaire on the recruitment process during their appraisal procedure three months after recruitment. This feedback provides valuable insights into the effectiveness of the recruitment process and helps identify potential areas for enhancement.

Additionally, IH Manchester conducts an annual recruitment meeting with the principal and managers to ensure quality control. During this meeting, feedback questionnaires are reviewed, alongside employment rates, to assess the overall success of the recruitment process and identify opportunities for improvement. This process ensures that our recruitment practices remain effective, efficient, and aligned with the school’s goals.